#### PART I

#### GENERAL INSTRUCTIONS

### INTRODUCTION

The United States Air Force (USAF) is extending us the courtesy and the privilege of using their facilities. We must all be mindful of this privilege and strive to repay their hospitality by acting as guests and displaying our best behavior at all times. Remember that we are representing Civil Air Patrol (CAP) to the military. Our uniforms must be properly worn and our personal appearance must be presentable on all occasions.

This guide will help you prepare for the Encampment and give you an idea of where we will be staying, what you must bring with you, and what you may expect when you get there. All information contained in this guide is just that, "a guide," and is subject to change to meet specific situations that may exist.

Please review this guide with your parents. They are interested in your welfare, the plans for this Encampment, your safety, and well being.

## **PURPOSE**

CAP Encampments are designed to provide CAP members an opportunity to apply knowledge gained in the Cadet Program to practical situations and to develop a greater understanding of the missions of CAP and the USAF. Civil Air Patrol conducts Encampments with Air Force advice, assistance, and cooperation. This enables Cadets to live in the environment of an active military installation.

### **REPORTING INSTRUCTIONS**

Cadets should report to the Warrior Center at Barksdale AFB (BAFB) on Saturday, 21 June 2003, between 1200 and 1530 hours. **DO NOT REPORT BEFORE 1200 HOURS.** Cadets who will report late must notify the Encampment Commander at <a href="mailto:tagrobichaux@cajun.net">tagrobichaux@cajun.net</a> or (985) 868-1121 by 17 June 2003. During in processing, you will be assigned to a Flight and given your room assignment.

Security is in a heightened state at BAFB. Make sure every one in your party has appropriate identification, including ID card for CAP members. If you are unsure of your destination base security personnel will direct you.

Report to Encampment wearing BDU's, carrying your CAP ID Card and any fees due, and wearing your canteen and web belt.

### **ACTIVITIES**

Days will be very busy starting with 0530 Reveille and ending with 2200 Lights Out. There will be CAP training such as uniform wear, bed making, and drill. Activities include briefings by the Air Force, Orientation flights, and tours. There will also be moral leadership activities.

Recreational activities are planned, including volleyball and swimming. Do not forget to bring a swimsuit for pool use and athletic clothes and shoes for sports.

### **TRAVEL**

Each Squadron Commander should make travel arrangements. Squadrons are encouraged to work with one another to consolidate arrangements. The return trip will be on Sunday, 29 June 2003. In all probability, your plans for return will be the same as they were in going. Any deviation from Civil Air Patrol provided transportation must have parental permission in writing, which must be turned in at the start of Encampment along with any and all car/truck keys.

### MAIL AND TELEPHONE

The emergency telephone number is (318) 456-2151. This is the  $2^{nd}$  Bomb Wing ( $2^{nd}$  BW) Command Post. It is available for <u>EMERGENCY</u> incoming calls. Pay telephones may be available for Cadet use. Cadets may use the telephone during personal time.

Each Cadet will be required to write a post card to his/her parents on the first day, and it will include the Encampment mailing address.

#### **PART II**

### **CADET GUIDELINES**

## 1. **LUGGAGE**

Luggage shall be well marked so that it can be readily identified, not only by you, but also by others who may come across it if it should stray. You should manage your own luggage, that is, check to make sure you know where it is. It is important to the person who needs it the most, and that is **YOU**.

### 2. **EXPENSES**

- 2-1. The money sent with your application will take care of all of your basic Encampment expenses (food and lodging). Additional spending money may be required for free time activity. Although these items are rather inexpensive on base, they can add up. Cadets who have been to previous Encampments recommend you have about \$40.00 for these expenses and for purchases at Clothing Sales or the Base Exchange. If larger purchases for uniforms at Clothing Sales are expected, extra money will be required.
- 2-2. We do not recommend having too much personal money in your possession while at Encampment. A Senior CAP Officer will be designated as Finance Officer, and money may be deposited for safekeeping and withdrawn as needed. Cadets not wishing to take advantage of this service will be responsible for the security of their own funds.

## 3. **IDENTIFICATION**

- 3-1. In addition to your Military Support Authorization (MSA) which you will receive at Encampment, you must carry your CAP ID card. It is recommended that you have some form of civilian identification (ID card or driver's license), including your home telephone number and your parents' name.
- 3-2. <u>Your grade insignia will not be worn during the Encampment.</u> In the place of your grade insignia you will wear two CAP cutouts. On graduation day you will wear the grade that you have earned in the CAP Cadet Program.

### 4. **CLOTHING**

4-1. You should get your gear together in advance and bring only what you need, but enough to get you through Encampment. It is a good idea to make a list of every item you intend to bring and use the list as a checklist when you pack at home and at Encampment for the return trip.

# 4-2. Required Encampment Clothing/Equipment List

There are two check-boxes preceding each item on this list, one for packing at home for departure to Encampment, the other for departure from Encampment back home. Use this list and the check-boxes to make sure you have packed everything you need.

1 Military style one-quart canteen with holder and web belt-Required Item. Anyone arriving without a canteen, holder and web belt will not participate and may be required to arrange transportation home! Remember to wear them for arrival!

Encampment	Home		
		1	Short Sleeve Blue Uniform
		1	Flight Cap
		1	AF blue tie (male)
		1	AF blue tie tab (female)
		1	Battle Dress Uniform (BDU) (more than 1 preferred)
		1	BDU Cap
		1	AF blue web belt w/silver tip and buckle
		1	AF blue web belt w/subdued tip and buckle
		4	Short sleeve brown tee shirts - Although the black tee shirt
			is allowed by regulation, only staff members are allowed to
			wear them at Encampment.
		6	Sets of underclothing
		1	White "V" Neck tee shirt (males)
		1	Pair black socks for wear with oxfords/low quarters
		6	Pair heavy dark socks for wear with combat boots
		4	Pair athletic socks
		1	Pair athletic shorts (plain dark blue – no print, no logo) (2
			or more optional)
		1	Pair plain toe black oxfords/low quarters *BROKEN IN*
		1	Pair combat boots *BROKEN IN*

			1	Pair athletic shoes		
			1	Swimsuit		
	Ш		1		ou will not be allowed to sleep	
			1	only in your underwear	in No transfer and offer and a	
	Ш		1		rial - No trunks, cut-offs, or tee	
		П	1	Poncho/rain coat/rain suit	or inappropriate references	
			1		– minimum (no more than 3)	
	Ä		1	Laundry bag	- minimum (no more than 3)	
			1	Laundry marker		
			1	Flashlight – pocket size		
			1	Bottle sunscreen - Minimu	ım SPF 12	
			1	Shoe shine kit		
			1	Leadership 2000 and Beyo	ond, Volume 1	
			1	AE text book or set of AE		
			1	Pack loose leaf paper and		
			1	Measuring tape, 36", sewi	ng type (vinyl or cloth)	
			6 1	Coat hangers	lavvagge and blanket	
			1	Set of twin size sheets, pil		
				do not display inappropria	is acceptable as long as they	
		П			soap, shampoo, toothpaste and	
					rs, hair dryer, cosmetics, and any	
				other personal hygiene pro		
				THIS CADET GUIDE		
				CAP ID CARD		
4-3.	Suggested It	ems				
	<del></del>					
	Disposable ca	amera		Shower Cap	Sun glasses	
	Sewing kit			Bath sandals	Foot powder	
	Kleenex or H	landkerd	chiefs	Stamps & Stationery	Robe	
4-4.	Forbidden I	tems				
	7D) 4		• 4	NOTE II I TO I		
			_	· · · · · · · · · · · · · · · · · · ·	e items are brought, they will	
	be confiscated and the possessor(s) held responsible for their actions. The items include:					
	<b></b>	1				
	Fireworks Scissors longer than Tobacco in any form				other electronic games	
	Alcoh		19 101111	Obscene Li	terature	
		s/guns		Mace	accident.	
		nal radio	OS		iption drugs	
	i ci sonai fautos			- · · · - · · · ·	-L	

Squirt guns

Edge dressing/liquid polish

Clothing with obscene pictures, wording, or references to alcohol, tobacco, or drugs Watches/clocks Food items of any kind

- b. A shakedown inspection will be conducted shortly after your arrival at Encampment. A shakedown is a thorough inspection of all your belongings with you and a Senior Staff Member present.
- c. Personal items, such as electronic devices, watches, etc. that are not illegal will be secured with a Senior Staff Member and returned to the owner at the end of the Encampment.
- 4-5. Mark all your clothing and equipment with your **full** name and **CAP ID** #.
- 4-6. Most activities will be attended in the BDU's. Cadets will also wear BDU's while participating in clean-up details and on other activities. Use of combat boots with BDU's is required.

### 5. **PACKING**

In packing your clothing, there are several pointers that may help prevent luggage problems:

- a. Use the enclosed checklist of everything you plan to bring with you, and check it off as you pack.
- b. Roll and put socks in shoes to save space.
- c. Roll your underclothing and towels and use them to pad your shoes and breakables in your suitcase.
- d. Be sure your uniforms are cleaned and pressed before packing them. Do not bring dirty clothes to the Encampment as you will be too busy to wash them during the first few days, and they will be a nuisance to you.
- e. Use a vinyl-clothing bag for clothes that are usually hung to reduce wrinkles and dust accumulation in transit.
- f. If possible, buy fluid toilet articles in plastic bottles or repack them in plastic bottles to avoid breakage. Avoid aerosol products; use pump containers instead.

### 6. **HEALTH AND MEDICAL**

6-1. Get in shape. If you are used to spending all of your time indoors in air conditioning, get some outdoor activity prior to attending Encampment. You will be better able to adjust to the experiences of Encampment in hot weather if you are acclimated to it before you arrive.

- 6-2. Take care of any minor medical problems before you go. Small problems, if unattended, can turn into big problems. Foot care is especially important. There will be a considerable amount of drilling. Proper foot care helps prevent problems such as blisters and athlete's foot.
- 6-3. If you feel sick, be sure to report to sick call. If it is an emergency, request to see the Medical Officer immediately.
- 6-4. When a Cadet reports illness or injury, appropriate Senior Staff Personnel will be consulted to evaluate the seriousness of the report.
- 6-5. Cadets are reminded that 80% participation is required for Encampment credit.
- 6-6. If in the opinion of the Medical Personnel, a Cadet will be unable to complete the requirements for Encampment due to injury or illness, the Cadet will be requested to arrange for transportation home.

## 7. **MEDICATION**

7-1. This is a very important item for anyone presently taking medication and planning to bring medicine (even over the counter) to Encampment.

You must have a signed note from your parents, explaining what the medication is, what it is for, when it is to be taken, and how much should be taken. This includes aspirin, vitamins, and any other such substances.

The medication must be in original containers and appropriately labled. Cadets arriving with medication that is not verified by a parent/guardian in writing will be sent home.

This note and the medication will be turned in during your in processing on the first day of Encampment.

7-2. All medication will be controlled by the Encampment Medical Officer, who will ensure it is taken timely and in the proper dose. This procedure also insures that Cadets do not give their medication to other Cadets, which could result in serious complications.

## 8. **LAUNDRY FACILITIES**

There will be washers and dryers available. Laundry detergent will be furnished by the Encampment

## 9. **PERSONAL APPEARANCE**

9-1. Our personal appearance is important, not only from the standpoint of how we appear to others, but also with regard to health. Daily baths and changes of underwear are mandatory for all. Male personnel will be shaven. All personnel must have their hair properly groomed. This means having a regulation haircut prior to departure for Encampment.

9-2. If you do not meet the haircut standard, you will be required to pay a visit to the barbershop on base to have your hair cut at your expense. We think you would prefer your own barber at home.

### 10. CADET UNIFORMS AND ACCESSORIES

Be familiar with the proper wear of the uniforms (BDU and AF Blue). The guide for uniform wear is CAPM 39-1. If you do not have a copy of CAPM 39-1, check with your Squadron Commander. The CAPM 39-1 is also available on-line at the CAPNHQ website.

### 11. QUARTERS MAINTENANCE

Your Flight Commander and Flight Sargent will demonstrate proper techniques for preparing your quarters for inspection. They will also have available sketches of the way clothing will be stored and displayed in lockers. Room inspection standards will be clear and consistent.

- 11-1. <u>Area Maintenance</u>. Floors, furniture, and fixtures will be kept clean and free of dust, dirt, and litter at all inspection times. Wastebaskets will be free of materials during inspection periods. Food will not be permitted in the barracks. Articles of furniture will not be moved within the barracks except by permission of the Tactical Officer.
- 11-2. <u>Lights.</u> Lights and all appliances in rooms will be turned off when the building is unoccupied. After lights out, all barracks lights will be out except for fire exit and latrine lights.
- 11-6 **Room Maintenance**. Specific instructions for room maintenance will be provided at the Encampment.
- 11-7. <u>Latrines.</u> All commodes and urinals will be flushed after each use. Showers, washbasins, sinks, and soap dishes will be kept clean and dry. The water will be turned off in the sinks and showers when they are not in use. Commode seats will be up and clean. Toilet tissue will be rolled up with no hanging sheets. Drain plugs for all washbasins will be out when not in use. All walls, mirrors, appliances, and floors will be kept clean.
- 11-8. <u>Utility room</u> The utility room will be kept clean and dirt-free. Sinks will be kept clean. Cleaning materials will be properly aligned on the shelf.
- 11-9. **Outside area**. The outside area will be kept policed at all times.

# 12. **SPECIAL PROCEDURES**

### 12-1. Dining Hall Procedures.

- a. The following order will be observed when entering the dining hall:
  - 1) Encampment Commander and Staff
  - 2) Honor Flight
  - 3) Other Flights in designated order
  - 4) Cadet Commander and Staff
  - 5) Flight Commanders will be served after their last flight member
- b. Cadets will stand in single file at parade rest, close intervals, and facing the front. Cadets will not block doorways/hallways. While in line Cadets should study their knowledge sheets and be prepared to answer questions from the staff.
- c. While going through the service line, obtain what you want, but be sure to eat all you take. Omelets are not allowed due to the length of preparation time. Air Force members in uniform will frequently cut in front of you; let them in.
- d. We require that you drink at least two glasses of water at every meal. Avoid excessive amounts of milk. Carbonated beverages are not allowed.
- e. After you have obtained your food, go to the cashier to have your tray checked, and then proceed to a table. Flights sit at tables near each other. There will be no talking while eating. If you go back for seconds, make sure you go by the cashier again.
- f. All Cadets will stand at the table until the table is full, then the last arriving Cadet will give the command to be seated.
- g. Proper table manners are required of all Cadets.
- h. Once each Cadet has finished eating, s/he will go outside and stand at rest in formation. Once the entire flight is outside and in formation, Flight Commanders will take charge of them for flight time until the buses are ready to depart. If you are near the end of the line, remember not to dawdle as your flight mates are outside waiting for you. In the event of inclement weather, you will be given additional instructions.

#### 12-2. Base Activities.

- a. During the Encampment you will be taken on various tours and demonstrations provided by our host base. At these activities, military customs and courtesies is required.
- b. Policies governing the use of cameras will be announced. During question and answer periods, feel free to ask questions. This will increase your knowledge of the subject and indicate your interest in the activity.

#### 12-3. **Taps.**

- a. Taps will be at 2200 daily. At Taps, all Cadets will be in bed with their room lights left <u>ON</u>. The Flight Sergeant will personally turn the lights off after conducting bed check. Any Cadet not in bed without a valid reason will be considered AWOL.
- b. After lights out, flight area security becomes the responsibility of the Officer-of the –Day (OD), and the Cadet Charge of Quarters (CQ). Each Flight Sergeant will assure that the CQ duty list is posted.
- c. All Cadets will be required to sleep IN his or her bed *BETWEEN* the sheets.

## 12-4. <u>Cadet Charge of Quarters Duty (CQ)</u>

- a. Cadets may expect to have at least one tour of duty as night CQ during their stay at the Encampment. You will be briefed thoroughly before performing this duty. CQ Roster will be posted in your Flight area. Each CQ assigned must initial these orders. CQ's are not to enter Cadet's rooms during their duty. You will conduct frequent patrols to assure that the area is secure and quiet after Taps. Additionally, CQ serves as fire watch.
- b. If there are any problems or disturbances, notify your Flight Commander and TAC officer immediately. Fifteen minutes prior to the end of your duty period, you will wake up your relief, and wait until the Cadet has dressed and taken their post before you retire.
- c. The following standard Twelve General Orders should help you during your duty period:

#### **Twelve General Orders**

- 1) To take charge of this post and all designated property in view.
- 2) To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
- 3) To report all violations of orders I am instructed to enforce.
- 4) To repeat all calls from other posts.
- 5) To guit my post only when properly relieved.
- 6) To receive, obey, and pass on to the sentinel who relieves me all orders from the commander, officers of the day, and officer and noncommissioned officers of the guard.
- 7) To talk to no one except in the line of duty.
- 8) To give alarm in case of fire or disorder.
- 9) To call the sergeant of the guard in any case not covered by instructions.
- 10) To salute all officers and all colors and standards not encased.
- 11) To be especially watchful at night and during the time for challenging, to challenge all persons at or near my post.
- 12) To use no force, or show of force, in the execution of my duties.

## 13. **INSPECTIONS**

- 13-1 <u>Barracks inspection</u> Rooms must be prepared for inspection by 0800 each day. Room inspections will be complete by 1200 each day.
- 13-2. <u>In-Ranks Inspection.</u> Each Flight will receive an in-ranks inspection every day. Flight Commanders are responsible for the daily inspection of personnel to assure proper appearance.
- 13-3. <u>Standby Inspection</u> The Encampment Commander and staff, in accordance with the Encampment schedule, will conduct a Standby Inspection. Cadets will be required to stand outside their room doors and be prepared to answer knowledge and general questions. Cadets will be ready by the time specified, and there will be no room cleaning after the specified hours. Their Flight Sergeant will demonstrate procedures for this inspection to each Cadet.
- 13-4. "Gig Sheets" Initial issuance of gig sheets will occur prior to the evening meal on the day you arrive. The use of gig sheets will be thoroughly explained by your Flight Commander and Flight Sergeant.
- 13-5. **Knowledge Sheets**. Each Cadet will be given Knowledge sheets in addition to the ones in this guide. During inspections and at other times Knowledge Sheet questions will be asked. One (1) demerit will be issued for failure to answer questions correctly.

# 14. **SPECIAL ACTIVITIES**

- 14-1. <u>Church Services.</u> Cadets will be allowed to attend Church Services. The time for the Services will be announced. Cadets will make known their wish to attend Church Services prior to lights out on the day before the Service. Cadets will fall-in at the proper time to board the bus for the Service. Cadets not attending Services will remain in the barracks under direction of the staff. No one will be forced to attend Church Services, and no one will be withheld from attending. It is totally at the Cadet's discretion.
- 14-2. <u>Cadet Athletics</u>. Organized sports and team activities will be held. Times and place for these will be on the schedule. These activities can include volleyball, cabbage ball, etc. Cadets without a medical excuse will be expected to participate.

## 15. **FORMATION AND CEREMONIES**

- 15-1. **Formation** Daily morning formation will be held for verbal and written morning reports, publishing the Officer of the Day, holding sick call, making announcements, collecting mail, and conducting an in-ranks inspection.
- 15-2. **Review and Retreat.** These ceremonies will take place at the time and places specified in the Encampment training schedule. Drill periods prior to these events will be devoted to practicing these maneuvers. Key Cadet staff members will receive a special briefing on these items.

15-2. <u>Drill Competition.</u> A drill competition will be held near the end of Encampment. The flights will compete with one another and impartial judges will be used. Guidelines for the Drill Competition will be disseminated. Individual Cadet's performance will be observed by Staff for possible nomination to participate as a member of the Louisiana Cadet Competition Team (LACCT), also called the *Drill Team*.

## 16. **FIRE DRILL PROCEDURES**

When the signal or announcement for fire drill is sounded, the CQ of each flight will echo the alert, and see that Cadets are expeditiously leaving the barracks, but without running, pushing, shoving, or panicking. Each Cadet in a room is responsible for seeing that all other Cadets in the room are awakened and leave the barracks. These procedures will be supplemented by the fire evacuation plan of each barracks. Your Flight Commander and Flight Sergeant will review these procedures with you.

## 17. **DRILL PRACTICE**

Cadets are expected to know the basic drill movements. If some drill movements are unclear to you, do not be afraid to ask questions during practice sessions. Between sessions, feel free to contact your Flight Sergeant.

### 18. GRIEVANCES OR PROBLEMS

Any Cadet with a grievance or problem of an official or personal nature is encouraged to seek counsel with their TAC Officer. Things such as harassment, hazing, or personal conflicts and problems should be reported promptly.

## 19. HONOR CADET SELECTION

- 19-1. First year Cadets are eligible for selection as Encampment Honor Cadet. The Flight Commanders will make nominations. A selection board will make the final decision. Selection will be based on military bearing and appearance, total merits/demerits, observed performance, knowledge of CAP and USAF, leadership potential, and an interview with the selection board.
- 19-2. One Cadet will be selected from the Cadet Staff as Honor Staff Cadet. A selection board using the same criteria from the Honor Cadet Selection Board will make the decision.

### 20. **EVALUATION**

### 20-1. **Personal Evaluation.**

a. Each Cadet at the Encampment will be evaluated on a CAP Form 50 by the Flight Commander. These evaluations will be placed into a file and will be used to help decide staff positions at future Encampments and eligibility for future special activities. Each evaluation will be reviewed by your TAC Officer to insure no bias exists in the evaluation.

b. Each Cadet must remember that s/he is always being evaluated. It is to the Cadet's advantage to do his/her best to contribute to the Flight. Be consistent in your performance and support your Flight at all times. You do not have to be a superhero to get a good rating, just do your best.

### 20-2. Flight Evaluation.

- a. An evaluation of the Flights each day will determine the Honor Flight of the day. Honor Flight will be based upon morale, total merits/demerits, familiarity of items on the Knowledge Sheet, appearance of the flight area, uniform inspection, and drill proficiency.
- b. The daily Honor Flight will be announced at each morning formation. The Honor Flight will be the first Flight to eat in the Dining Hall on the day they are announced.

### 21. TRANSPORTATION

- 21-1. When boarding buses or similar conveyance for transportation to an activity, the following rules will be observed:
  - a. Fill seats from rear to front
  - b. The first two rows of seats will be reserved for Staff Members unless otherwise directed.
- 21-2. When aboard the bus or similar conveyance, the following rules will be observed:
  - a. No one will stand while the vehicle is in motion.
  - b. Heads and arms will not protrude from the windows.
  - c. There will be no talking unless permitted by the staff officer.
  - d. Rowdy or boisterous behavior will not be tolerated.
  - e. While on the bus, the driver is in charge and his orders supercede those of all others.

# 22. **REQUIRED BEHAVIOR OF CADETS**

All Cadets will conduct themselves as ladies and gentlemen at all times, creating a favorable image for themselves, their units, their families, and Civil Air Patrol.

## 23. MERIT AND DEMERIT SYSTEM

## 23-1. **Merits.**

- a. Merits may be recommended for instances of special effort or performance on the part of an individual or unit. Senior CAP Officers, designated Air Force Reserve Officers, Cadet Staff Members, and those in charge of details may recommend merits. While those individuals listed above may recommend merits, only Cadets and Seniors in the receiving Cadet's chain of command may actually award the merits.
- b. Each merit received cancels out one demerit.
- c. Merits will be recorded and posted using the same procedure as outlined for demerits.

#### 23-2. **Demerits.**

- a. Demerits are marks or grades indicating a deficiency in proper conduct or unsatisfactory performance in training activities. Demerits may be issued in the following manner:
  - 1) Cadet Flight Sergeants may give demerits within their Flight.
  - 2) Cadet Flight Commanders may give demerits to the members of their Flight and to unsupervised Cadets.
  - 3) Cadet Squadron First Sergeants may give demerits within their Squadron.
  - 4) Cadet Squadron Commanders may give demerits to the members of their Squadron and to unsupervised Cadets.
  - 5) Cadet Staff Officers may give demerits to unsupervised Cadets.
  - 6) The Cadet Commander, and certain Seniors (Encampment Commander, Deputy Commander, Commandant of Cadets, and designated Air Force Reserve Officers) can give demerits at any time.
- b. Demerits will be recorded on the "gig-sheet" which is carried on the person of each Cadet at all times. In the block opposite the violation space, the number of demerits will be marked and will be legibly initialed by the issuing party, who must explain the reason for the demerit(s).

#### 23-3. Recording Merits/Demerits.

Gig-sheets will be collected daily and a fresh sheet issued. The First Sergeant will log them into his/her master merit/demerit log and these will be posted on each Flight bulletin board. Cadets with more than seven (7) demerits will be assigned to a Demerit Detail and remain on the detail until they have less than seven (7) demerits.

### 23-4. Excessive Demerits.

a. Cadets with more than 15 demerits will have their cases reviewed by the Commandant of Cadets, Cadet Commander, Cadet Squadron Commander, Cadet Flight Commander, and TAC Officer. The Encampment Commander will be informed of all review boards. For serious offences, a Senior Review Board may

be requested. Cadets with more than 15 demerits remaining at the end of Encampment will have failed satisfactory completion of their training and will not receive Encampment credit.

b. Demerits can be worked off by participation in directed drill during free time at the rate of one demerit for each ten minutes of drill.

## 23-5. Reporting Merits/Demerits.

- a. Squadron Commanders will review merits given to members of their Squadron and the Cadet Commander will review merits given to all other staff members. The Encampment Commander will be provided with a list of merits, demerits, reasons, and what is being done about them before the staff meeting each night.
- b. Below is a listing of common offenses and demerits:

1)	Uniform violation	I each instance, 10 maximum
2)	Quarters violation	1 each instance, 10 maximum
3)	Gum chewing in uniform	1 per stick of gum
4)	Loss of "gig-sheet"	2
5)	Failure to Salute	2 each instance
6)	Lights out violation	2 each instance
7)	Uncleanliness	3 and Interview w/Medical Officer

8) Improper duty performance9) Insubordination4 each instance5 and Review Board

10) Profanity 5 and Interview w/ Encampment Commander or XO

11) Violation of safety regs 5 and Interview w/ Safety Officer

12) Possession after shakedown
13) Entering an unauthorized area
14) In and/or Review Board
15) Immediate Review Board

14) Gambling or StealingReview Board15) Lying or CheatingReview Board16) VandalismReview Board17) FightingReview Board18) Possession of obscene materialReview Board19) AWOLReview Board

### **KNOWLEDGE SHEET**

**The Civil Air Patrol Mission** – The mission of the Civil Air Patrol is to voluntarily use its resources to meet emergencies, to promote the aerospace education of the general public, and to motivate young men and women to the ideals of leadership and service through education and training.

**Civil Air Patrol Motto** – *Semper Vigilans* (Always Vigilant)

**Cadet Oath** – I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation.

#### **Important Dates**

- CAP founded 1 December 1941 (one week before the attack on Pearl Harbor)
- Public Law 476 incorporated CAP as a benevolent, nonprofit organization
- United States Air Force "founded" 12 September 1947
- Public Law 557 permanently established CAP as the Auxiliary of the USAF

#### **Missions of Civil Air Patrol**

- Emergency Services
- Aerospace Education
- Cadet Programs

### **Missions of the Cadet Program**

- Moral Leadership
- Aerospace Education
- Physical Fitness

#### The Eight Regions of the Civil Air Patrol

Great Lakes North Central
Northeast Pacific
Southeast Southwest
Middle East Rocky Mountain

### Espirit de corps has three very important parts

- The unit has to be effective
- The unit has to be different from other units in a good way
- The unit has to be famous for something (good)

**Motivation** – The combination of a person's desire and energy directed at achieving a goal. The cause of action. Means getting people to want to do what you know needs to be done.

**Leadership** – The art of influencing and directing people in a way that will win their obedience, confidence, respect, and loyal cooperation in achieving a common goal.

#### The Role of the NCO

- Conducts the routine business within established orders, directives, and policies of CAP
- Focuses on individual training to enable the unit to get the job done
- Primarily concerned with training individual Cadets and teams
- Concentrates on developing officers and NCOs
- Gets The Job Done

#### The Role of an Officer

- Commands, establishes policy, and programs the work of CAP
- Concentrates on unit training to develop unit capacity to get the job done
- Primarily involved with operations, training, and related activities
- Pays particular attention to the standards of performance
- Creates the conditions so the NCO can get the job done

#### Several Statements an Officer loves to hear

- Yes Ma'am/Sir
- No. Ma'am/Sir
- May I make a statement, Ma'am/Sir
- May I ask a question, Ma'am/Sir
- Ma'am/Sir. I do not know
- Ma'am/Sir, I do not understand

### **Core Values expected of all CAP Personnel**

- Integrity
- Volunteer Service
- Excellence
- Respect

**Honor Code** – We will not lie, steal, cheat, nor tolerate among us anyone who does.

Officer's Code – Duty well-performed, honor in all things, country before self.

**Grade** – What you wear on your collar due to the completion of achievements.

**Rank** – The exact order of authority (not the chain of command) taking into account grade and time in grade.

**Position** – Job at Encampment or in your squadron.